

FOOD FOR THE HUNGRY INTERNATIONAL

P.L. 480 TITLE II ISA PROGRAM

**IMPROVING FOOD SECURITY PROGRAMMING
AND RESOURCE MANAGEMENT**

ANNUAL WORK PLAN FOR FY 2003

**PERIOD OF PERFORMANCE:
01 SEPTEMBER 2002 - 31 AUGUST 2003**

FUNDING REQUESTED FROM USAID FOR FY 2003: \$199,979

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1. GOALS AND OBJECTIVES OF ISA PROGRAM

The goal of Food for the Hungry International's (FHI) current ISA program is to increase the impact of its Title II food security programs via the improvement of institutional capacity. This is being accomplished by way of the following objectives:

- 1) Select, promote and train staff in the use of standard, high-quality tools for Title II program design and implementation as a follow up to the accomplishments achieved under the current ISG program in M&E system standardization;
- 2) Improve FHI's capacity to respond to emergencies and facilitate a rapid transition to development activities in Sub-Saharan Africa;
- 3) Conduct needs assessments in the West African Sahel (Mali, Niger, Burkina Faso) and Haiti to determine rationale for and feasibility of initiating activities in those countries;
- 4) Improve FHI's capacity to efficiently and effectively manage commodities;
- 5) Collectively improve a) program monitoring and evaluation, b) monetization activities and Bellmon analyses, and c) local capacity building via substantive collaborative efforts with other Title II cooperating sponsors; and
- 6) Contribute toward the improvement of FAM knowledge of and proficiency in using information technology.

These objectives and their related activities are anticipated to have the following effects on FHI Title II programs and impacts on its beneficiaries.

- 1) Improved Title II development program design and implementation which will yield better results;
- 2) Increased capacity to respond efficiently and effectively to emergencies and transitional situations and to successfully monitor and evaluate the results of our assistance which will lead to more lives saved and an increase in the number of regions that are equipped to transition to development activities;
- 3) Increased potential to initiate Title II development activities in new countries which will lead to an expansion of Title II activities and an increase in the number of beneficiaries who receive food security assistance;
- 4) Improved commodity management resulting in more resources getting to the beneficiaries at a lower cost;
- 5) Improved monitoring, evaluation, Bellmon analyses, monetization, and local capacity building via collaborative efforts with other CSs resulting in improved performance of FHI's Title II programs and increased impact at the beneficiary level; and
- 6) Improved and increased communication and information flow among the FAM consortium members.

2. DESCRIPTION OF FY 2003 ACTIVITIES AND ANTICIPATED RESULTS

2.1. FY 2002 Program Progress to Date

In the first nine months of FY 2002 ISA program implementation (September 2001 - May 2002), FHI is on track for achieving the Year 4 outputs set forth in the ISA program proposal. Although only one of the seven workshops has been realized this fiscal year, training materials have been prepared; translation of training materials into Spanish has been completed; translation of materials into Portuguese is well underway; and the remaining six workshops are scheduled to take place within the final quarter of the fiscal year. Objectives related to collaborative efforts with other FAM members and mentoring of FAM in information systems development are also on track.

The following table shows both planned and achieved output targets for FY 2002 and those scheduled to be completed in the period June to August. Note that originally four Barrier Analysis workshops had been planned, but because FHI is terminating its Title II program in Ethiopia in 2002, FFP approved dropping the Barrier Analysis training planned for Ethiopia. While reducing the total number of workshops from four to three, FHI has maintained the number of Title II staff to be trained in Barrier Analysis and has added training and a practicum in the Trials of Improved Practices (TIPs) methodology to the Barrier Analysis workshop to be provided in the remaining three Title II fields. The Barrier Analysis and TIPS methodologies are highly complementary. While the Barrier Analysis assists fields to identify barriers to adoption of improved practices and to explore alternate messages and/or practices, TIPs provides Title II staff with a practical methodology to quickly field-test a variety of alternative practices.

With the exception of dropping the Barrier Analysis workshop in Ethiopia, FHI has plans to achieve all planned FY 2002 outputs by the end of August.

OUTPUTS	FY 2002 Planned	FY 2002 Achieved to Date	Scheduled for June- August
<i>Objective #1:</i> Number of workshop/practicums conducted in barrier analysis of food security-related behavior change.	4* (See narrative above.)	1	2
<i>Objective #1</i> Number of Title II staff trained and having completed practicum in factor (barrier) analysis.	60	28	32
<i>Objective #2:</i> Number of training workshops conducted for Title II staff in how to monitor and evaluate emergency programs.	2	0	2
<i>Objective #2:</i> Number of Title II staff trained in how to monitor and evaluate emergency programs.	15	0	15
<i>Objective #4:</i>	2	0	2

OUTPUTS	FY 2002 Planned	FY 2002 Achieved to Date	Scheduled for June- August
Number of training workshops conducted on standardized commodity management procedures.			
<i>Objective #4:</i> Number of Title II commodity staff trained in standardized commodity management procedures.	20	0	20
<i>Objective #5:</i> Collaborative efforts with other FAM members in M&E, monetization, and local capacity-building	Various	Various On-going	Expect to Fully Achieve Objectives
<i>Objective #6:</i> Mentoring of FAM in information systems development	Various	Various On-going	Expect to Fully Achieve Objectives

2.2. Description of FY 2003 Activities and Outcomes

Proposed activities and outcomes for FY 2003 are detailed below by objective. For FY 2003 FHI proposes only two significant changes to originally planned objectives:

- 1) To eliminate the FY 2003 Barrier Analysis training planned for Ethiopia. FHI is discontinuing its Title II activity in Ethiopia in FY 2002 and therefore further ISA support to FHI/Ethiopia is inappropriate.
- 2) To substitute the training originally planned on Census-based, Impact Oriented methodology (CBIO) with training on Application of Pocket PCs to Title II Projects. Details and justification relating to this change are provided in the text that follows under Objective 1.

2.2.1. Objective 1: Improving Program Design and Implementation

In the approved ISA proposal, members of the ISA team were to concentrate on one major area in FY 2003 — the CBIO methodology. However, subsequent to preparation of the ISA proposal FHI has had opportunity to further consider the CBIO methodology and has concluded that training in this methodology would not be the best use of ISA resources. Instead, FHI proposes to provide training on the Application of Pocket PCs to Title II Projects. Justification for this change includes the following considerations:

- 1) Trials of this methodology in Haiti indicate that while the CBIO methodology is appropriate and applicable in some circumstances, the methodology is very management intensive and the benefits of collecting data at the individual child level do not always justify the expense involved.
- 2) A key recommendation of the FHI ISA mid-term evaluation suggested that in lieu of conducting workshops on Census-based, Impact Oriented methodology (CBIO), the ISA

team should select a topic or topics based on a current needs assessment that might better address changing needs discovered in the fields. Given that only one FHI Title II field is currently using census based surveys in its health programs, and that training in the CBIO model is not a topic of broad interest to FHI Title II fields, there is good reason to consider this recommendation carefully.

3) Through the ISA FHI has attempted to prioritize training in methodologies that have potential for application across a variety of Food Security programs. For example, methodologies such as Barrier Analysis and TIPs can be used within health, water and sanitation, and agricultural programs. CBIO does not appear to have such broad application.

Given the above noted considerations, FHI Food Security Support staff sought field input regarding priorities for improved training needs. Training in the application of Pocket PCs for Title II Projects quickly surfaced as the greatest felt need among Title II fields and requests for support have been increasing with each passing month. While it is clear that training topics should be based solely on the requests from the field, high field interest coupled with recent reductions in the costs of Pocket PCs and a rapidly expanding number of practical applications that may be used within food security programs substantiate the need for training in this area.

Title II programs are constantly monitoring and evaluating needs and effectiveness to ensure that funds are well directed. In some settings, desktop and laptop computers are cumbersome and too expensive to support field programs. Mobile computing using Pocket PCs now provides a practical solution. Color Pocket PCs may currently be purchased at reasonable cost, dramatically lowering the cost of having field personnel use computers to do their work. Data for a monitoring or evaluation system can be entered directly into a database on the Pocket PC in a field setting, avoiding the errors inherent in moving data from paper forms to a computerized database.

Software has been developed (e.g., Pocket PC Creations) that enables technicians and professionals to rapidly develop and deploy applications - from simple questionnaires and forms (supported by guidance), to specialized calculators, forms using GPS, and other applications.

Some of the applications for which FHI staff members have already developed Pocket PC software include:

- ✧ Quality Improvement and Verification Checklists (QICs)
- ✧ Anthropometry
- ✧ An Integrated Management of Childhood Illness (IMCI) Protocol
- ✧ Community-Based Information Systems
- ✧ Knowledge, Practice, and Coverage (KPC) Survey Questionnaires

The potential for application of pocket PCs to food security programs is enormous. In addition to those applications already developed, it may be useful to note a few additional examples of potential field applications that may be exploited:

- ✧ Use of portable digital reference libraries -- for example, digital references on Integrated Pest Management (including color photos to aid with the identification of key insects and plant diseases). Likewise, field staff in areas such as health, water, sanitation, agricultural marketing, and agri-business could use pocket PCs to carry a number of important resources with them while working in the field.
- ✧ Automated calculators for handling conversions and calculations for determining soil amendment application rates (manures, lime, different formulations of fertilizers); concentration and rate calculations for agricultural chemicals in different formulations; seeding rates; calibrating different types of spraying equipment; calculating required sample size; medication dosage rates (human and livestock); irrigation calculations (estimating water requirements, flow and water volume conversions, pump calculations); calculating soil erosion rates; land area calculators (to estimate or determine yields), estimate annual costs and returns for a variety of individual crop enterprises, etc.

During the proposed Application of Pocket PCs to Title II Projects workshop participants will learn the basics of how to operate Pocket PCs; how to input, store and retrieve reference materials, how to input forms, questionnaires and other applications on a Pocket PC using Pocket PC Creations software; and how to use the data entered on the Pocket PC to make programmatic decisions.

Because learning to use the Pocket PCs requires instructors to provide intensive individual support to participants during practical activities, FHI proposes to limit enrollment in each of the workshops to 12 participants. Outputs for this activity in FY 2003 will include implementation of the Application of Pocket PCs workshops in three Title II Projects (Bolivia, Mozambique, and Kenya) and the training of 36 food security staff members. The activity will result in improved capacity of FHI field staff to use Pocket PCs, store and retrieve reference materials, and will prepare staff to create and modify customized software applications for use in food security programs. These outputs will lead to increased efficiency and reduced error related to data collection, input, and analysis; more timely decision making; improved access of field staff to technical information; and through these improvements to improved food security program impact.

2.2.2. Objective 2: Improving Institutional Capacity to Respond to Emergencies and Transition to Development Activities

All trainings planned in the ISA proposal to improve capacity to respond to emergencies and speed transition to development activities are scheduled for completion in 2002. There are no activities or outputs scheduled for FY 2003.

2.2.3. Objective 3: Conduct Needs Assessments in the West African Sahel (Mali, Niger, Burkina Faso) and Haiti

These needs assessments were completed in FY 1999. There are no outputs or activities scheduled for FY 2003.

2.2.4. Objective 4: Improve FHI's capacity to efficiently and effectively manage commodities

For this objective there are no proposed changes from the activities and outcomes in the approved ISA proposal. The following is the focus in FY2003 for this objective:

Train and Provide Technical Assistance to FHI Title II Staff

The final two field training workshops to improve capacity to efficiently and effectively manage commodities are scheduled for completion in 2002.

In FY 2003 FHI will finalize revisions to the commodity management manual for use in the orientation and training of new FHI commodities management staff. One FHI Headquarters staff person will continue to provide technical backstopping to FHI Title II fields.

Improve the Capacity of FHI Headquarters Commodity Management Staff to Successfully Move toward Best-Practice Commodity Management

One FHI Headquarters staff person will attend on-going workshops sponsored by FAM, USDA, and/or FFP in order to stay current with regard to commodities management and transportation issues, and thus be able to more effectively assist the field offices.

The activity output will be one FHI headquarters staff with in-depth knowledge of all aspects of commodity management. The activity impact will be to have a better understanding of the whole food aid cycle, which will thus improve the capability of FHI headquarters commodity management staff to respond to the requirements of USAID and the needs of the field offices.

2.2.5. Objective 5: Collectively improve a) program monitoring and evaluation, b) monetization activities and Bellmon analyses, and c) local capacity building

Program Monitoring and Evaluation:

There will be no change from the approved ISA proposal. In FY 2003, FHI will collaborate with other FAM members through the FAM M&E Working Group in the production of a set of indicators to measure access in food security programs.

Monetization:

There will be no change from the approved ISA proposal. In FY 2003, FHI will collaborate with other FAM members in the organization of monetization training workshops, and ongoing collaboration mechanisms that facilitate information sharing and distance learning among Cooperating Sponsors and USAID/FFP.

Local Capacity Building:

Due to limited staffing, FHI's involvement in this working group is limited to providing feedback as part of the larger FAM annual review process.

2.2.6. Objective 6: Contribute Toward the Improvement of FAM Knowledge of and Proficiency in using Information Technology

There will be no change from the approved ISA proposal. In FY 2003, FHI will continue to mentor FAM in the following areas:

- ❖ Website management and development;
- ❖ Management and development of working group and other listservs;
- ❖ Development and management of on-line FSRC database;
- ❖ Chat technology for virtual meetings; and
- ❖ Other FAM IT needs and/or initiatives that may arise.

2.3. FY 2003 Planned Output and Implementation Tables

FY 2003 OUTPUT INDICATORS	ISA APPROVED	PROPOSED CHANGE
Objective #1: Number of workshop/practicums conducted in Census-based, Impact Oriented (CBIO) methodology.	2	0*
Objective #1: Number of workshops conducted in Application of Pocket PCs to Title II Projects	0	3*
Objective #1: Number of field trials conducted in the CBIO methodology.	1	0*
Objective #1: Number of staff trained in the CBIO methodology.	40	0*
Number of staff trained in Application of Pocket PCs to Title II Projects	0	36**
Objective #5: Collaborative efforts with other FAM members in M&E, monetization, and local capacity-building	Various ongoing	None
Objective #6: Mentoring of FAM in information systems development	Various ongoing	None
Number of final evaluations conducted and report submitted	1	None

* FHI proposes to realize 3 workshops on Application of Pocket PCs to Title II Projects, in place of 2 two planned CBIO workshops + one CBIO field trial.

** FHI proposes to limit participants to 36 (12 per workshop) to allow for more intensive instructor/participant interaction needed for this topic.

Implementation Plan for FY 2003

TASK	1 st Qtr 2003				2 nd Qtr 2003			3 rd Qtr 2003			4 th Qtr 2003	
	S	O	N	D	J	F	M	A	M	J	J	A
Conduct final ISA evaluation and submit evaluation report												
Conduct an in-depth field training exercise in three Title II countries in the <i>Application of Pocket PCs to Title II Projects</i>												
Collaborate with FAM members on M&E, monetization and local capacity-building activities												
Mentor FAM staff in information systems development												

3. FY 2003 BUDGET AND NARRATIVE

The ISA program in FY 2003 will require \$288,519 of which USAID is being requested to cover \$195,530 with FHI covering the remaining \$92,989.

Given changes in the approved FHI NICRA rate, FHI does not anticipate expending the full amount budgeted under the NICRA line item in the original ISA proposal. Therefore, within the FY 2003 budget, FHI requests FFP approval to transfer the amount of \$2,981 from USAID and \$678 from FHI matching as budgeted for NICRA in the original ISA proposal, to cover direct program costs in the FY 2003 budget. This change is reflected in the budget submitted.

The following pages provide the proposed FHI budget and narrative for FY 2003.